

# FOR YOUR INFORMATION...



**City of Taylorsville**  
Community Development Department  
2600 West Taylorsville Boulevard  
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville  
Information Form

**P-10**

**REGULAR  
SUBDIVISION**

## Applying for a Regular Subdivision

*The City of Taylorsville defines any subdivision of land involving 10 or more lots as a regular subdivision. Also any subdivision that involves the dedication of a right-of-way (i.e. a street) or other property to the City is classified as a regular subdivision. Please note that the total number of parcels in a proposed subdivision must include all properties affected or created by the subdivision (i.e. an existing home to remain however on a smaller parcel, an adjacent parcel affected by a boundary or property line change, a parcel created for a retention pond, etc.).*

### Overview:

The Taylorsville Planning Commission is mandated by the State of Utah (Utah Code 10-9 Part 8) to conduct a public hearing and review all subdivisions of property within the City of Taylorsville. The Planning Commission's role is to ensure that a proposed subdivision is consistent with established ordinances, policies and planning practices of the City. Following the Commission's review and approval of a subdivision application, the subdivision plat and any other applicable legal documents to be recorded are forwarded to the office of the Mayor for final approval. Following the Mayor's signature of approval the subdivision plat is forwarded to the Salt Lake County Recorder's Office to be reviewed and recorded. Following recordation, the subdivision is officially recognized and parcels can be legally sold, deeded or developed as approved.

### Submittal Deadline:

All required submittals for a subdivision application must be received by the Community Development Department at least 14 days prior to desired date of public meeting. The Planning Commission conducts scheduled public hearings on the second Tuesday of each month (see below for more information). Incomplete or incorrect applications may be delayed and not scheduled for a public hearing until corrected.

### Planning Commission Meeting Schedule:

The Planning Commission typically meets in a regular business meeting on the second Tuesday of each month.<sup>1</sup> Planning Commission meetings begin at 7:00 p.m. in the City Council Chambers located at 2600 West Taylorsville Boulevard (5325 South) Taylorsville, Utah 84118. The property owner or agent of the applicant must be present at the meeting to present the proposed subdivision and answer questions.

### Application Fees:

- |   |  |
|---|--|
| <input type="checkbox"/> Conceptual subdivision review                                    | \$ 0.00 (no fee)   |
| <input type="checkbox"/> Preliminary subdivision review                                   | \$ 200.00 plus \$10.00 per lot   |
| <input type="checkbox"/> Salt Lake County Fire Department subdivision review <sup>2</sup> | \$ 75.00   |
| <input type="checkbox"/> Final subdivision review   | 6.00% of the total cost of improvements (i.e. roads, curbs, gutters, sidewalks, etc.). To initiate the final review the applicant shall pay a fee of \$90.00 per lot. The initial fee shall apply toward the total final review fee. The applicant must pay in full the total final review fee prior to final plat approval. |

### Application Process and Requirements:

- Step 1. **Contact Planning Department.** Meet with a member of the Planning Department to discuss subdivision proposal. Staff will provide information describing minimum legal requirements of the City (i.e. access, lot size, etc.) necessary to successfully subdivide property. Applicant should also discuss with staff the application process, fees related to subdivision review and development, and other potential issues associated with the proposed subdivision.<sup>3</sup>

<sup>1</sup> Due to occasional scheduling conflicts (i.e. holidays) or failure to obtain a quorum of Commission members, a meeting may be rescheduled or canceled altogether if necessary; see Planning Department staff member for more information.

<sup>2</sup> Fee must be in the form of a check payable to Salt Lake County Fire Department.

<sup>3</sup> At this step, the applicant should also contact the Salt Lake County Recorder's Office to ensure recordability of a proposed subdivision name. The County Recorder's Office will not accept a proposed subdivision plat with a name identical to a previously recorded subdivision.

- Step 2. **Pre-application conference.** Prior to submitting application for subdivision approval, please schedule a pre-application conference with the City's Development Review Committee. For more information on meeting schedule and submission requirements, see ***Taylorsville Information Form P-4 Applying for Pre-Application Conference***.
- Step 3. **Submit application for conceptual review.** Conceptual review is intended to allow the applicant, the Planning Commission and/or the Planning staff to communicate early in the design process of the subdivision. *If the proposed subdivision is relatively simple and is not anticipated to generate any controversy, the Community Development Director may waive the conceptual review step.*
- For conceptual review, please submit the following information:
- ☐ Completed Regular Subdivision (☒ Conceptual Review) application with property owner's affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit form is provided on the back of the Subdivision application.
  - ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form, which is also provided on the back of the Subdivision application.
  - ☐ Submit 3 copies of subdivision sketch plan. Plan should include the following information:
    - ☐ Accurate dimensions of subject property drawn to scale (i.e. scale is 1"=20', 1"=30', etc.) with north arrow. Sheet size should be a minimum of 18" x 24".
    - ☐ Location of existing and proposed buildings, parking areas, landscape areas, sidewalk, curb and gutter, etc.
    - ☐ Location of existing property features such as streets, canals, hillsides, etc.
  - ☐ Submit one reduced 11" x 17" copy of subdivision plan; 8.5" x 11" is acceptable if legible.
- Note: A member of the Planning Department, prior to each Planning Commission meeting, will write a Planning Commission staff report. The report will summarize and analyze the proposed subdivision plan. The report will also contain recommendations regarding the application. A copy of the report is delivered to Commission members at least 3 days before the meeting. Copies of the report are also available for public review before the meeting. To obtain a copy of the report, please contact the Community Development Department Secretary or the staff planner assigned to your project.
- Step 4. **Attend Planning Commission meeting for conceptual review.** Applicant should be prepared to discuss the proposed subdivision plan with the Planning Commission. Although a public hearing will not be held and a formal Planning Commission motion will not be made during this step, the Planning Commission will respond to the applicant's proposal and provide direction regarding the initial plans for subdivision design and development.
- Step 5. **Submit application for preliminary review.** Please submit the following information for preliminary subdivision review:
- ☐ Completed Regular Subdivision (☒ Preliminary Review) application.
  - ☐ Submit property owner's affidavit (i.e. a written statement made before a notary) provided on back of the Subdivision application form (if not already submitted).
  - ☐ If the property owner is to be represented by an "agent", please complete and submit the Agent Authorization form provided on back of the Subdivision application (if not already submitted).
  - ☐ Payment of preliminary subdivision review application fee.
  - ☐ \$75.00 check made payable to Salt Lake County Fire Department for subdivision review.
  - ☐ List of property owner names, mailing addresses, and property identification numbers of all property owners within 400 feet of the subject property. Property owner addresses may be obtained from the Salt Lake County Recorder's office located at 2001 South State Street, Room N2300, Salt Lake City, Utah.
  - ☐ Self-adhesive mailing labels, typed or machine printed with each property owner's name and address as identified above (no hand written labels please). Duplicate listings may be omitted.
  - ☐ Plain white envelopes (size 10 business envelope measuring 4" x 9½") with postage (affixed) for each property owner identified above. Please note that mailing labels should not be placed on envelopes.
  - ☐ Submit 12 copies of the subdivision site plans. Plans are to be drawn on paper size 24" x 36" and at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). Preliminary subdivision site plans should show the following items:
    - ☐ Property lines including dimensions.
    - ☐ Locations of access to property, proposed driveways, etc.
    - ☐ Location of the closest fire hydrants to the subject site.
    - ☐ Lot sizes (square footage for each lot)
    - ☐ Topographical contour lines in 2' intervals

- ☐ Any existing streets adjacent to the subject property, including street names.
- ☐ Any existing buildings.
- ☐ Adjacent lots.
- ☐ Any other important information that the applicant desires to provide.
- ☐ Submit one reduced 11" x 17" copy of the subdivision site plan.

Copies of the preliminary subdivision plan will be forwarded to various agencies for review and comment (i.e. City Engineer, Salt Lake County Fire Department, Taylorsville-Bennion Improvement District, etc.). The Taylorsville Planning & Zoning Division will also review the preliminary application for completeness and consistency with established City codes and development requirements.

Step 6. **Attend public hearing.** The Planning Commission will conduct a public hearing on the subdivision application. During the scheduled hearing, the applicant, the applicant agent, and all other members of the public who desire to ask questions, state concerns or provide oral testimony either for or against the application are invited to do so. All comments are recorded and considered by the Planning Commission. Following the public hearing, the Planning Commission may:

- **Approve application as presented.** If the preliminary subdivision plan is approved, the applicant may continue onto the next step in the subdivision application process as directed by the Planning Commission. During final review, the applicant will be required to demonstrate compliance with all applicable City ordinances and subdivision development standards.
- **Approve application with conditions.** If the preliminary subdivision plan is approved with conditions, the applicant must adjust development plans to comply with all specified conditions of approval. The applicant may then proceed onto the next step in the subdivision application process as directed by the Planning Commission. During final review, the applicant must demonstrate compliance with all applicable City ordinances, subdivision development standards, and all other conditions of Planning Commission approval.
- **Continue or "table" application for further study.** If the application is continued for further study and research, Staff will reschedule the application for Planning Commission consideration once the application is ready for Planning Commission review.
- **Deny application based on "findings of facts" gathered from Planning Commission Staff Report and other applicable discovery information.** If the application is denied, the applicant or any other interested party may appeal the decision of the Planning Commission (see *Appeal of Planning Commission Decision* on the last page of this form).

Step 7. **Submit application for final review.** Following preliminary approval, applicant shall submit the following information for final subdivision review:

- ☐ Completed Regular Subdivision (☒ Final Review) application.
- ☐ Payment of final subdivision review application fee.
- ☐ Submit 2 copies of the proposed final subdivision plat on 24" x 36" paper with all required corrections and conditions as noted through the preliminary review process.
- ☐ Submit 1 reduced copy of the final subdivision plat on 11" x 17" paper.

*Note: During the Planning Commission's preliminary review of the subdivision application, the Commission may direct staff to administer final review without further public hearing or Commission review. If your application is to be reviewed for final approval by staff, please proceed to step 9 and submit all civil engineering and plat documents in the format and quantities as described below.*

Step 8. **Attend Planning Commission meeting for final review – if applicable.** The Planning Commission shall administer final review of all subdivision applications unless directed otherwise by the Commission during the preliminary review (as stated above). If final review is to be administered by the Planning Commission, applicant should attend Planning Commission meeting to answer any remaining questions from members of the Commission or the general public.

Step 9. **Submit civil engineering plans for subdivision.** The following checklist is a summary of submittal requirements for civil engineering review of subdivision construction documents and plat. For more detailed information, please refer to the Taylorsville *Engineering Development Standards Manual*, which is available from the Community Development Department for a \$35.00 fee. The applicant should also obtain a copy of Title 12, *Subdivisions*, from the City of Taylorsville Code of Ordinances.

For **preliminary engineering review**, please submit the following required information. Sheet sizes may vary (24" x 36" is typical size) but information must be legible and drawn to scale:

- ☐ Subdivision construction documents:
  - ☐ Title sheet with location map – 3 copies.

- ☐ Preliminary subdivision plan(s) with details and corrections required by the Planning Commission. Documents should illustrate existing conditions and proposed improvements – 3 copies.
- ☐ Typical street cross section(s) to be used – 3 copies.
- ☐ Road plan and profile sheet(s) inclusive of utilities – 3 copies.
- ☐ Storm drain and grading plan with profile sheets as required – 3 copies.
- ☐ Storm drain calculations – 2 copies.
- ☐ Detail sheet or references to the *Engineering Development Standards Manual* – 3 copies.
- ☐ Written approval from all regulatory agencies, utility companies or other affected parties (i.e. UDOT, Taylorsville-Bennion Improvement District, etc.) – 2 copies.
- ☐ Traffic study – if required – 2 copies.
- ☐ Subdivision plat – 3 copies (see Step 10 for plat requirements).

After submitting preliminary civil engineering plans, the City Engineer will “redline” or note corrections necessary for final civil engineering approval. A copy of the civil engineering plans with redlines and notations will be returned to the applicant (or agent of the applicant) for correction and resubmittal.

For **final engineering review**, please submit the following required information:

- ☐ Subdivision construction documents:
  - ☐ Title sheet with location map – 4 copies.
  - ☐ Subdivision plan(s) with required corrections. Documents should illustrate existing conditions and proposed improvements – 4 copies.
  - ☐ Typical street cross section(s) to be used – 4 copies.
  - ☐ Road plan and profile sheet(s) inclusive of utilities – 4 copies.
  - ☐ Storm drain and grading plan with profile sheets as required – 4 copies.
  - ☐ Storm drain calculations – 2 copies.
  - ☐ Detail sheet or references to the *Engineering Development Standards Manual* – 3 copies.
- ☐ If not previously submitted, written approval from all regulatory agencies, utility companies or other affected parties (i.e. UDOT, Taylorsville-Bennion Improvement District, etc.) – 2 copies.
- ☐ Traffic study – if required – 2 copies.
- ☐ Subdivision plat – 3 copies (see Step 10 for plat requirements).

Step 10. **Submit final subdivision plat.**<sup>4</sup> After obtaining civil engineering approval, the applicant shall prepare and submit to the City a final subdivision plat. As directed by Taylorsville City Code 12.16.010 the final subdivision plat shall be prepared by a licensed land surveyor on a 24” x 36” sheet of mylar with waterproof black ink and be drawn so that the top of the sheet faces north and complies with the following requirements:

**Description and delineation.** The final plat shall show:

- ☐ The approved name of the subdivision in the Owners Dedication Section and in the Identification Block;
- ☐ Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, blocks, lots, streets, alleys, easements, areas to be reserved for public use and other important features. Boundary lines shall be drawn heavier than street and lot lines;
- ☐ The number and length and width of the blocks and lots, and the names of streets. Streets shall be numbered and may be named and such designations shown on the plat. Lot lines shall show dimensions in feet and hundredths;
- ☐ Radii, internal angles, points and curvatures, tangent bearings and length of all arcs;
- ☐ The accurate location of all monuments<sup>5</sup>, fire hydrants and streetlights to be installed shown by the appropriate symbol. All federal, state, county or other official bench marks, monuments or triangulation stations in or adjacent to the property, shall be preserved in precise position;
- ☐ The dedication to the City of all streets, highways and parcels of land intended for public use included in the proposed subdivision. Street monuments shall be installed by the subdivider’s engineer or land surveyor at such points designated on the final plat as are approved by the community development department. Monuments acceptable to the City shall be placed prior to the release of any improvement bond;

<sup>4</sup> The applicant is strongly encouraged to review all proposed subdivision documents to be recorded with the Salt Lake County Recorder’s Office for compliance with County requirements (i.e. property boundaries, legal descriptions, subdivision name, street names, addressing, etc.) prior to submittal of final subdivision plat to the City.

<sup>5</sup> Applicant must obtain a permit from the Salt Lake County Surveyor’s Office at 468-2028 before setting any survey or roadway monuments. Additional Salt Lake County requirements and fees may apply.

- ☐ Pipes or other such physical markers as shall be placed at each lot corner;
- ☐ Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common uses of all property owners;
- ☐ The dedication of easements, rights-of-way or otherwise for underground utilities; and
- ☐ Where it is proposed that streets be constructed on property controlled by a public agent or utility company, approval for the location, improvement and maintenance of such streets shall be obtained from the public agency or utility company and entered on the final plat in a form approved by the City Attorney.<sup>6</sup>

**Standard forms.** The City of Taylorsville requires a standard format<sup>7</sup> for the following plat elements:

- ☐ A registered land surveyor's certificate of survey;
- ☐ The owner's certificate of dedication; including the name of the subdivision;
- ☐ Owner's acknowledgment before an officer authorized by law to take the acknowledgement of conveyances of real property;
- ☐ Owner's or operator's of the underground and utility facilities certificate of approval;
- ☐ The City Planning Commission's certificate of approval;
- ☐ The Salt Lake Valley Health Department's certificate of approval;
- ☐ The City Engineer's certificate of approval;
- ☐ The Community Development Department's certificate of approval;
- ☐ The City Attorney's certificate of approval;
- ☐ The Mayor's certificate of approval; and
- ☐ A 1-½" x 5" space in the lower right-hand corner of drawing for the County Recorder's use.

Before the subdivision plat can be recorded the applicant must also submit the following items:

- ☐ A digital file of the plat compatible with current systems used by the City (see City Engineer for information regarding exact software program, version and preferred media type).
- ☐ Payment in full of all assessed fees and bonds as determined by the City Engineer.
- ☐ A check made payable to the *Salt Lake County Recorder* for the amount required to record the subdivision plat and any other applicable legal documents (i.e. legal descriptions, cross-access agreements, CC & R's, etc.). To calculate exact recording fee, contact the Salt Lake County Recorder's Office or refer to ***Taylorsville Information Form P-17 Consolidated Fee Schedule***.

Upon completion of all the above requirements, a City staff member shall deliver the plat with payment to the Salt Lake County Recorder's office for recordation.

### ***Expiration of Subdivision Plan Approval:***

Within one year after receiving approval of the preliminary plat by the Planning Commission, the applicant must submit the original and one copy of the final plat to the Planning Commission for final approval or disapproval, as the case may be. The Planning Commission may grant a one-year extension of such time period if the request for extension is received prior to the expiration date. In approving any extension, the Planning Commission may review and modify or amend the original approval conditions and requirements.

Approval of the final plat by the Planning Commission shall be void if the plat is not recorded within one year after the date of approval, unless application for an extension of time is made in writing to the Planning Commission and granted during the one-year period (City Code 12.08.010).

### ***Issuance of Building Permit:***

Prior to completion and recordation of subdivision plat with the Salt Lake County Recorder's Office, the City of Taylorsville shall not issue any building permit for development associated with or affected by a subdivision application. Under special circumstances the applicant may submit for "*building permit plan review*" upon approval from the Building Official and prepayment of a plan review fee assessed by the Building Official. All pre-paid fees associated with a premature plan review prior to recordation of a subdivision plat shall be non-refundable and does not constitute any vested rights of development or land use associated with the subdivision. *Applicant is strongly cautioned when choosing this course of action.*

### ***Appeal of Planning Commission Decision:***

Any person shall have the right to appeal to the Mayor any decision rendered by the planning commission under this chapter by filing a letter, stating the reasons for the appeal, with the Mayor within ten days after the Planning Commission decision. After receiving the appeal, the Mayor may appoint a hearing officer upon the advice and consent of the City Council, and the Mayor or hearing officer shall have the power and authority to preside at and conduct hearings to resolve the matter (City Code 12.08.050).

<sup>6</sup> Whenever a subdivision is approved with private streets, the final subdivision plat must include a statement that no City maintenance is provided on private streets.

<sup>7</sup> A sample copy of required signature blocks for the subdivision plat is available at the Community Development Department.